



CITY OF HOUSTON

Job Posting

1	Applications accepted	ALL PERSONS INTERESTED
2	Job Classification	ADMINISTRATIVE ASSOCIATE (MULTIPLE)
3	Posting Number	PN# 110547
4	Department	Health & Human Services
5	Division	Neighborhood Services
6	Section	Various
7	Reporting Location	Various
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change
9	DESCRIPTION OF DUTIES Performs professional administrative tasks related to the implementation of policies and procedures in the assigned department.	
	CORE FUNCTIONS ➤ Compiles data for reports, surveys, inventories and studies. ➤ Composes, edits and types correspondence, speeches, reports, directives and etc. ➤ Maintains, prepares, revises and disseminates department rules, regulations, policies and procedures and other pertinent reference information. ➤ Assists in planning and implementing department sponsored activities and programs. ➤ Provides technical guidance and assistance to clerical staff. ➤ Coordinates special projects and conducts field investigations to evaluate project progress.	
10	WORKING CONDITIONS The position is physically comfortable; the individual has discretion about walking, standing, etc.	
11	MINIMUM EDUCATIONAL REQUIREMENTS Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.	
12	MINIMUM EXPERIENCE REQUIREMENTS No experience is required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.	
13	MINIMUM LICENSE REQUIREMENTS	None
14	PREFERENCES ➤ Excellent written and oral communication skills. ➤ Experience working with diverse and at-risk populations. ➤ Knowledgeable of Microsoft Office and computer databases.	
15	SELECTION/SKILLS TESTS REQUIRED	None
16	SAFETY IMPACT POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No These positions are not subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.	
17	SALARY INFORMATION	GENERAL FUNDED POSITIONS Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is: Salary Range - Pay Grade 13 \$824- \$1,484 Biweekly \$21,424 - \$38,584 Annually
18	OPENING DATE	May 17, 2006
19	CLOSING DATE	Open Until Filled
20	APPLICATION PROCEDURES Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. An equal opportunity employer	